

CITY OF BELMONT CITY ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Director of Public Works, oversees the development, planning, control and evaluation of the programs of the engineering division, including planning, cost estimating, design, inspection and contract administration of the Capital Improvement Plan projects. Provides technical consultation and specific engineering information to other city departments as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director.

Assists in exercising supervision over the management and support staff in the engineering division.

ESSENTIAL FUNCTION STATEMENTS - - *Essential responsibilities and duties may include, but are not limited to the following:*

1. Directs review of private development plans to ensure conformance with the municipal code.
2. Represents the department in interactions with other agencies and with city council.
3. Supervises engineering staff in planning, design, construction and administration of the Capital Improvement Plan.
4. Plans, programs and schedules engineering and support personnel on assigned projects and programs and optimizes utilization of human resources.
5. Reviews and signs parcel and subdivision maps and development plans for conformance with the State Map Act, City standards and municipal code.
6. Negotiates and prepares contracts with consulting engineers, architects, and other consultants to provide professional services; selects consultants and administers contract provisions.
7. Administers major municipal projects involving significant engineering and/or heavy, complex construction.
8. Acts as the Public Works Director in his/her absence.
9. Represents the department at Council, Commission and other public meetings in the implementation of the Capital Improvement Program and other complex technical matters.

QUALIFICATIONS

Knowledge of:

Materials, engineering methods and problems involved in managing, planning, design, construction and contract administration of municipal capital improvement projects and public works maintenance and service programs.

The State Subdivision Map Act.

Principles of supervision and management, training and performance evaluation.

Technical report writing.

Budgetary preparation methods.

Pertinent Federal, State and local laws, codes and regulations.

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Ability to:

Manage projects by effectively scheduling, budgeting, controlling costs and clearly communicating with people.
Evaluate organizational and personnel needs.
Coordinate the work of the technical, field and engineering disciplines.
Communicate effectively both verbally and in writing.
Conduct analyses of complex engineering projects.
Communicate with others and elicit cooperation and teamwork in accomplishing goals.
Assist in the development and administration of department goals, objectives and procedures.
Make sound decisions in complex and difficult project work and in the management of human resources.
Present and explain complex information in an understandable way to non-technical members of the public and elected officials.
Effectively direct the work of engineering and other personnel and establish positive working relationships with coworkers, the public and public officials.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a bachelor's degree in civil engineering from an accredited college or university. A master's degree in engineering, public or business administration is desirable; and

Experience:

Five years of increasingly responsible municipal public works program administration experience including three years of management or supervisory responsibility.

License:

Registration as a Professional Civil Engineer in the State of California.

ADA SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb; exposure to confining work space, electrical hazards, ability to travel to different sites and locations unassisted.